

# North Carolina Immunization Registry (NCIR)

## Inventory Reconciliation (Non-COVID-19 Vaccine)

### User Guide

Last Updated: October 28, 2021



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**



NCDHHS COVID-19 Response

# Managing Inventory

## Step 1 of 2: Navigate to Inventory Report

---

Select **Inventory Report**.



### Audience

Inventory  
Control

Administrator

## Step 2 of 2: Generate Inventory Report

1. Choose **Site** and **Funding**.
2. Select **Generate Report**.

### Audience

Inventory  
Control

Administrator

**Inventory Reconciliation Report Criteria**

• Site

• Funding Source

**Generate Report**

Report Date: 07/03/2008

### Inventory Reconciliation Report / Worksheet CARIKUBE TEST ORG

Page 1 of 1

Funding Source	Vaccine Group	Trade Name	Lot Number	Expiration Date	NCIR Reported Doses On Hand	Actual Count of Doses On Hand
State	DTP/aP	Infanrix	INF789	01/01/2009	10	
State	DTP/aP	Infanrix	213181	07/09/2010	22	
State	DTP/aP	Pediarix	444444444	01/01/2010	291	

Inventory Report pictured above

## Best Practices When Counting Inventory

---

- Count at end of day or first thing in morning
- Be sure all doses have been entered

### Looking for Missing Doses

- Compare appointment books to the transaction report
- Compare billing records to the transaction report
- Use your inventory reports

#### Audience

Inventory  
Control

Administrator

# Transaction Report

## Step 1 of 3: Navigate to Inventory

---

Select **Manage Inventory**



### Audience

Inventory  
Control

Administrator

## Step 2 of 3: Navigate to Transactions

Select **Show Transactions**

Manage Inventory	
Show Inventory for Sites....	Show Inventory
Show Transactions for Sites....	Show Transactions
Update inventory Alerts....	Update Alert Prefs
Return to the Previous Screen....	Cancel

Audience



Inventory  
Control



Administrator



## Step 3 of 3: Generate Report

Choose a date range and select **View**.

Date Entered [From]:   To:  

Date shot was given [From]:   To:  

User Name:

Transaction Type:

Site Name:

Vaccine Groups:

Vaccine:

Trade Name:

Lot Number:

Display Last  Records

### Audience

Inventory  
Control

Administrator

# Transaction Report

**Note:** Doses entered historically will not appear on this report.

## Audience

Inventory  
Control

Administrator

organization TEST ORGANIZATION • user REBECCA SWEENEY • role Administrator								
To print landscape, select File, Page Setup, and under Orientation select the Landscape option.								
<input type="button" value="Print"/> <input type="button" value="Cancel"/>								
Vaccine Transactions for Organization: TEST ORGANIZATION								Record Count: 117
Site Name	Date Given	Trans Date	Lot \ Trade Name	Type	Qty	Client Name	DOB	User Name
TEST ORGANIZATION		03/03/2008	98778 \ Prevna	REC	500			Caroline Helton
TEST ORGANIZATION		03/03/2008	321321321 \ ROTATEQ	REC	500			Caroline Helton
TEST ORGANIZATION	04/01/2008	04/01/2008	555 \ Certiva	Immunize	-1	LARSEN, ERIC	06/06/2005	Lisa Erickson
TEST ORGANIZATION	03/31/2008	03/31/2008	555 \ Certiva	Immunize	-1	LARSEN, ERIC	06/06/2005	Lisa Erickson
TEST ORGANIZATION		03/31/2008	FLU234 \ Flu-Mist	Immunize	-1	LARSON, ERIC	02/15/1987	Jason Suchon
TEST ORGANIZATION	03/31/2008	03/31/2008	9897654 \ Td-MassBioLab	Immunize	-1	LARSEN, ERIC	06/06/2005	Jason Suchon
TEST ORGANIZATION		03/31/2008	98778 \ Prevna	Immunize	-1	LARSON, ERIC	02/15/1987	Jason Suchon
TEST ORGANIZATION		03/31/2008	98778 \ Prevna	Delete	1	LARSON, ERIC	02/15/1987	Jason Suchon
TEST ORGANIZATION		03/31/2008	FLU234 \ Flu-Mist	Delete	1	LARSON, ERIC	02/15/1987	Jason Suchon
TEST ORGANIZATION	03/31/2008	03/31/2008	FLU234 \ Flu-Mist	Immunize	-1	LARSEN, ERIC	06/06/2005	Jason Suchon
TEST ORGANIZATION		03/31/2008	UA13245 \ Tripedia	Immunize	-1	FUDD RODRIGUEZ, ELME	05/01/2006	Lindsay Newcomb
TEST ORGANIZATION	03/31/2008	03/31/2008	AHAVB163AB \ Havrix-Peds 2 Dose	Immunize	-1	FUDD RODRIGUEZ, ELME	05/01/2006	Lindsay Newcomb
TEST ORGANIZATION	03/31/2008	03/31/2008	GRD234 \ Gardasil	Immunize	-1	FUDD RODRIGUEZ, ELME	05/01/2006	Lindsay Newcomb
TEST ORGANIZATION		03/31/2008	ABC234 \ Pediarix	Immunize	-1	FUDD RODRIGUEZ, ELME	05/01/2006	Lindsay Newcomb
TEST ORGANIZATION	03/31/2008	03/31/2008	U1234AA \ ActHib	Immunize	-1	FUDD RODRIGUEZ, ELME	05/01/2006	Lindsay Newcomb
TEST ORGANIZATION		03/31/2008	UA13245 \ Tripedia	Immunize	-1	FUDD RODRIGUEZ, ELME	05/01/2006	Lindsay Newcomb
TEST ORGANIZATION	03/31/2008	03/31/2008	Z-2341 \ IPOL	Immunize	-1	FUDD RODRIGUEZ, ELME	05/01/2006	Lindsay Newcomb
TEST ORGANIZATION		03/31/2008	ABC234 \ Pediarix	Delete	1	FUDD RODRIGUEZ, ELME	05/01/2006	Lindsay Newcomb

# Important Tips for Managing Inventory

Keep in mind.....

---

- If a dose is deleted from a patient record, inventory will adjust automatically
- Report transfers, accept transfers (including those resulting from vaccine orders)
- Return wasted and/or expired doses in the NCIR at the time of occurrence
- Don't forget to record doses given in off-site clinics
- Call the NCIR Help Desk for assistance

**Audience**

Inventory  
Control

Administrator

## Inactivating Lot Numbers

Minimize the number of active lots in your inventory

**Edit Vaccine Inventory Information**

Site: CARIKUBE TEST ORG

\* Trade Name: ActHib

\* Manufacturer: Sanofi Pasteur (Aventis Pasteur, Pasteur Merieux Connaught; Conn

\* Lot Number: 12345

\* Dose: .5

\* Units: mL

\* Expiration Date: 06/10/2010

\* Funding Program: State

\* Lot Active: No

Quantity on Hand: Yes  
No

Cost Per Dose (\$):

Save  
Cancel  
Add New

Change to NO

### Audience

Inventory  
Control

Administrator

## Make Sure Vials Are Marked

---

Attach card or note to inactive lots until time of use

**ATTENTION!**

NEW LOT#: \_\_\_\_\_

VACCINE NAME: \_\_\_\_\_

**MUST BE ACTIVATED IN NCIR!**

**Note:** Make sure to reactivate lot number in NCIR before using

### Audience

Inventory  
Control

Administrator

# Error Corrections

---

## When Do I Use Error Correction?

1. A keying or data entry error during initial inventory entry
2. When you get more or less vaccine out of a multi-dose vial
3. You have exhausted all other options

## When NOT to Use Error Correction

1. If inventory is expired
2. If a storage and handling issue caused the dose to be unusable
3. If the vaccine is pre-drawn and not used

### Audience

Inventory  
Control

Administrator

# Where to Go for More Help?





## Questions?

### **Contact your Regional Immunization Program Consultant (RIC)**

The RIC Coverage Map with contact information is located on the Immunization Branch website:

<https://www.immunize.nc.gov/contacts.htm>

### **NC Vaccines Help Desk**

1-877-873-6247

[https://ncgov.servicenowservices.com/csm\\_vaccine?id=immunizations&sys\\_id=69f035b11b037c9099510f6fe54bcbee](https://ncgov.servicenowservices.com/csm_vaccine?id=immunizations&sys_id=69f035b11b037c9099510f6fe54bcbee)

# Appendix

## NCIR Roles

NCIR Role	Role Definition	Corollary Role in CVMS
Reports Only	This person in NCIR is only able to search for clients and view/print client specific records.	N/A
Typical User	Person who can manage, including add and edit, clients in NCIR, as well as manage inventory and ordering. This role also has all of the functionality of the Reports Only role.	Healthcare Provider
Inventory Control	Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.	N/A
Administrator	Person who can manage organization users, sites, and clinicians in NCIR. They run practice-level reports, including reminder/recall. This role also has all of the functionality of the Reports Only, Typical User, and Inventory Control roles.	Location Manager